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1000100190003-9

ARCHIVES & RECORDS CENTER
VOLUME STATISTICS

PART I - Holdings of each Component
by Category of Records

PART II- Holdings of Inactive Office
Records of each Component Listed
by Type of Disposition Instruction

(In Cubic Feet) 1 JULY 1968

HOLDINGS OF EACH COMPONENT BY CATEGORY OF RECORDS

EXPLANATION OF CATEGORIES OF RECORDS STORED AT THE ARCHIVES & RECORDS CENTER

INACTIVE OFFICE RECORDS

These are records created by all components of the Agency in the normal course of their operations. The records are retired to the Archives and Records Center when they become inactive and in accordance with approved Records Control Schedules.

VITAL RECORDS

These are records essential to the continuity of Agency operations during an emergency. This is to provide for operations at the relocation site and to back up certain daily operations at Headquarters. Since these are copies and duplicates of current active records in the offices, these Vital Records are stored and totaled separately from Archival and Inactive Office Records Holdings.

SUPPLEMENTAL DISTRIBUTION COPIES OF REPORTS & MAPS

This is the reserve stock of Agency produced finished intelligence reports and maps held at the Archives and Records Center for immediate release to Agency Components, other USIB Agencies and Foreign Governments as they are needed to supplement the initial distribution.

ARCHIVAL RECORDS

These are records of enduring value to the Agency as a whole and document the mission and function of the Agency. They are normally the records identified as Permanent in the Records Control Schedules and have been separated from the other inactive office records with the assistance of the component Records Management Office.

Volume of records in this report
Approved For Release 2002/08/26 : CIA-RDP72-00450R000100190003-91968

| AREA | OFFICE | INACTIVE RECORDS | VITAL RECORDS | SUP. DIST. REPORTS & MAPS | OFFICE TOTAL |
|----------------------------|--------|------------------|---------------|---------------------------|--------------|
| DCI | ODCI | 143 | 3 | | 146 |
| | CABLE | 690 | 94 | | 784 |
| | HS | 15 | | | 15 |
| | PA | 51 | | | 51 |
| | OPPB | 18 | 4 | | 22 |
| | OLC | 79 | | 2 | 81 |
| | OGC | 58 | 2 | 2 | 62 |
| | OIG | 33 | | | 33 |
| | ONE | 77 | 15 | 129 | 221 |
| | NSC | 224 | | | 224 |
| | DIA | | 5 | | 5 |
| TOTALS FOR DCI AREA | | 1,388 | 123 | 133 | 1,644 |

VOLUME OF RECORDS IN THE ARCHIVES, 110 RECORDS CENTER, JULY 1968
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| AREA | OFFICE | INACTIVE RECORDS | VITAL RECORDS | SUP. DIST. REPORTS & MAPS | OFFICE TOTAL |
|----------------|----------|------------------|---------------|---------------------------|--------------|
| DDI | ODD | 118 | 1 | 19,168 | 19,287 |
| | CGS | 365 | 1 | | 366 |
| | DCS | 2,374 | 43 | | 2,417 |
| STAT | ████████ | 598 | 20 | | 618 |
| | OER | 323 | 8 | | 331 |
| | OBGI | 466 | 2,778 | | 3,244 |
| | OCI | 323 | 49 | | 372 |
| | CRS | 10,424 | 1,232 | | 11,656 |
| | NPIC | 2,333 | 3,437 | | 5,770 |
| | OSR | 16 | 53 | | 69 |
| TOTAL DDI AREA | | 17,340 | 7,622 | 19,168 | 44,130 |

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VOLUME OF RECORDS IN THE ARCHIVES AND RECORDS CENTER - 1 July 1968

Approved For Release 2002/08/26 : CIA-RDP72-00450R000100190003-9

| AREA | OFFICE | INACTIVE | VITAL | SUP. DIST. | OFFICE TOTAL |
|---------------------|----------------|----------------|---------|----------------|-----------------|
| | | RECORDS | RECORDS | REPORTS & MAPS | |
| 25X1A8A | AF | Retired by RID | 24 | | 24 |
| | BG | " " " | 7 | | 7 |
| | CA | " " " | 5 | 81 | 86 |
| | CCS | " " " | 16 | | 16 |
| | CI | " " " | 18 | | 18 |
| | [] | " " " | 1 | | 1 |
| | EUR | " " " | 45 | | 45 |
| | FE | " " " | 49 | | 49 |
| | FI | " " " | 20 | | 20 |
| | FI/D | 1,179 | 2 | | 1,181 |
| | NE | Retired by RID | 14 | | 14 |
| | PC | " " " | 4 | | 4 |
| PSG | " " " | 9 | | 9 | |
| RID | 20,441 | 369 | | 20,810 | |
| SB | Retired by RID | 28 | | 28 | |
| 25X1A8A | [] | " " " | 7 | 21 | 28 |
| | TSD | 1,067 | 11 | | 1,078 |
| | WH | Retired by RID | 69 | | 69 |
| TOTALS FOR DDP AREA | | 22,687 | 698 | 102 | 23,487 |

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VOLUME OF RECORDS IN THE ARCHIVES AND RECORDS CENTER
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| AREA | OFFICE | INACTIVE RECORDS | VITAL RECORDS | SUP. DIST. REPORTS & MAPS | OFFICE TOTAL |
|----------------------------|--------|------------------|---------------|---------------------------|---------------|
| DDS | ODD | 73 | 1 | 241 | 315 |
| | RAS | 20 | 4 | | 24 |
| | OS | 2,938 | 7 | | 2,945 |
| | OTR | 606 | 113 | | 719 |
| | OP | 2,568 | 37 | | 2,605 |
| | OL | 2,910 | 37 | | 2,947 |
| | OC | 615 | 15 | | 630 |
| | CMS | 990 | 3 | | 993 |
| | OF | 11,411 | 58 | | 11,469 |
| TOTALS FOR DDS AREA | | 22,131 | 275 | 241 | 22,647 |

VOLUME OF RECORDS IN THE DD/S&T AREA REPORTED ON 10/19/68
 Approved For Release 2002/08/26 : CIA-RDP72-00450R000100190003-9

| AREA | OFFICE | INACTIVE RECORDS | VITAL RECORDS | SUP. DIST. REPORTS & MAPS | OFFICE TOTAL |
|------------------------|--------|------------------|---------------|---------------------------|--------------|
| DD/S&T | ODD | 36 | | 2,117 | 2,153 |
| | FMSAC | 1,126 | 12 | | 1,138 |
| | ORD | 28 | | | 28 |
| | OSA | 458 | 18 | | 476 |
| | OSI | 1,232 | 39 | | 1,271 |
| | OCS | 35 | 9 | | 44 |
| | OEL | 154 | 1 | | 155 |
| | SPINT | 23 | 1 | | 24 |
| | OSP | 128 | | | 128 |
| TOTALS FOR DD/S&T AREA | | 3,220 | 80 | 2,117 | 5,417 |

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| AREA | OFFICE | INACTIVE RECORDS | VITAL RECORDS | SUP. DIST. REPORTS & MAPS | ARCHIVAL RECORDS | OFFICE TOTAL |
|------|------------------------|------------------|---------------|---------------------------|------------------|--------------|
| | HCF | 703 | | | | 703 |
| | ARCHIVES | | | | 6,345 | 6,345 |
| | TOTAL ARCHIVAL RECORDS | 703 | | | 6,345 | 7,048 |
| | AGENCY TOTALS | 67,469 | 8,798 | 21,761 | 6,345 | 104,373 |

6,345

73,814

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PART II

**HOLDINGS OF INACTIVE OFFICE RECORDS OF EACH COMPONENT LISTED BY TYPE OF
DISPOSITION INSTRUCTION**

EXPLANATION OF TYPES OF DISPOSITION INSTRUCTIONS

PERMANENT

These are records identified as records of enduring value by existing Records Control Schedules and will eventually be processed into the Agency's Archival Records.

TEMPORARY

These are records that have a definite disposition instruction in existing Records Control Schedules and will be pulled from the shelf and destroyed when the specified time has elapsed.

INDEFINITE

The disposition instructions for these does not provide for destruction but instead calls for some future action to be taken prior to destruction.

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| AREA | OFFICE | PERMANENT | TEMPORARY | INDEFINITE | TOTAL |
|-------|-----------------|-------------|-------------|------------|--------------|
| DCI | ODCI | 119 | 20 | 4 | 143 |
| | CABLE SEC. | 61 | 626 | 3 | 690 |
| | NS | 15 | | | 15 |
| | PA | 12 | 39 | | 51 |
| | OPPB | 13 | 5 | | 18 |
| | OLC | 69 | 10 | | 79 |
| | OGC | 58 | | | 58 |
| | OIG | 21 | 9 | 3 | 33 |
| | ONE | 74 | 1 | 2 | 77 |
| | NSC | 191 | | 33 | 224 |
| <hr/> | | | | | |
| | TOTALS | 633 | 710 | 45 | 1,388 |
| | PER CENT | 45.6 | 51.2 | 3.2 | |

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 SCHEDULED DISPOSAL OF RETIRED INACTIVE RECORDS - 1 July 1968

| AREA | OFFICE | PERMANENT | TEMPORARY | INDEFINITE | TOTAL |
|------|-----------------|--------------|--------------|--------------|---------------|
| STAT | DDI | 106 | 3 | 9 | 118 |
| | IRS | 324 | | 41 | 365 |
| | DCS | 113 | 140 | 2,121 | 2,374 |
| | ████████ | 484 | 39 | 75 | 598 |
| | OER | 159 | 162 | 2 | 323 |
| | OBGI | 70 | 14 | 382 | 466 |
| | OCI | 264 | 59 | | 323 |
| | CRS | 3,784 | 581 | 6,059 | 10,424 |
| | NPIC | 2,166 | 8 | 159 | 2,333 |
| | OSR | 4 | 12 | | 16 |
| | TOTALS | 7,474 | 1,018 | 8,848 | 17,340 |
| | PER CENT | 43 | 6 | 51 | |

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SCHEDULED DISPOSAL OF RETIRED INACTIVE RECORDS - 1 July 1968

| AREA | OFFICE | PERMANENT | TEMPORARY | INDEFINITE | TOTAL |
|------|----------|-----------|-----------|------------|--------|
| DDP | FI/D | 665 | 55 | 459 | 1,179 |
| | TSD | 7 | 34 | 1,026 | 1,067 |
| | *RID | 1,692 | 368 | 18,381 | 20,441 |
| | TOTALS | 2,364 | 457 | 19,866 | 22,687 |
| | PER CENT | 10.4 | 2 | 87.6 | |

*All DDP Inactive records except those from TSD & FI/D are retired by RID.

Approved For Release 2002/08/26 : CIA-RDP72-00450R000100190003-9
 SCHEDULED DISPOSAL OF RETIRED INACTIVE RECORDS 1 July 1968

| AREA | OFFICE | PERMANENT | TEMPORARY | INDEFINITE | TOTALS |
|-----------------|--------|--------------|---------------|--------------|---------------|
| DDS | ODD | 69 | | 4 | 73 |
| | RAB | 19 | 1 | | 20 |
| | OS | 71 | 2,498 | 369 | 13 70 2,938 |
| | OTR | 271 | 143 | 192 | 32 00 606 |
| | OP | 132 | 2,195 | 241 | 9 2,568 |
| | OL | 152 | 2,711 90 | 47 | 2 70 2,910 |
| | OC | 216 | 395 64 | 4 | 1 40 615 |
| | OMS | 60 | 881 92 | 49 | 5 90 990 |
| OF | 1,331 | 1,247 | 8,833 | 77 00 11,411 | |
| TOTALS | | 2,321 | 10,071 | 9,739 | 22,131 |
| PER CENT | | 10.5 | 45.5 | 44 | |

Approved For Release 2002/08/26 : CIA-RDP72-00450R000100190003-9
SCHEDULED DISPOSAL OF RETIRED INACTIVE RECORDS - 1 July 1980

| AREA | OFFICE | PERMANENT | TEMPORARY | INDEFINITE | TOTALS |
|--------|----------|-----------|-----------|------------|--------|
| DD/S&T | ODD | 26 | 10 | | 36 |
| | FMSAC | 6 | 1,066 | 54 | 1,126 |
| | ORD | 23 | 5 | | 28 |
| | OSA | 247 | 211 | | 458 |
| | OSI | 348 | 874 | 10 | 1,232 |
| | OCS | 3 | 25 | 7 | 35 |
| | OEL | 2 | 70 | 82 | 154 |
| | OSP | 116 | 12 | | 128 |
| SPINT | 22 | | 1 | 23 | |
| <hr/> | | | | | |
| | TOTALS | 793 | 2,273 | 154 | 3,220 |
| | PER CENT | 24.6 | 70.6 | 4.8 | |

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SCHEDULED DISPOSAL OF RETIRED INACTIVE RECORDS - 1 July 1968

| | PERMANENT | TEMPORARY | INDEFINITE | TOTALS |
|--------------------------------------|-----------|-----------|------------|--------|
| *Historical Collection File (HCF) | | | 703 | 703 |
| AGENCY TOTALS | 13,585 | 14,529 | 39,355 | 67,469 |
| PER CENT | 20.1 | 21.5 | 58.4 | |

*Historical Collection Files are accessions containing records of enduring value to the Agency.
These accessions will be screened and the records of enduring value will be processed into the Agency Archives.

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